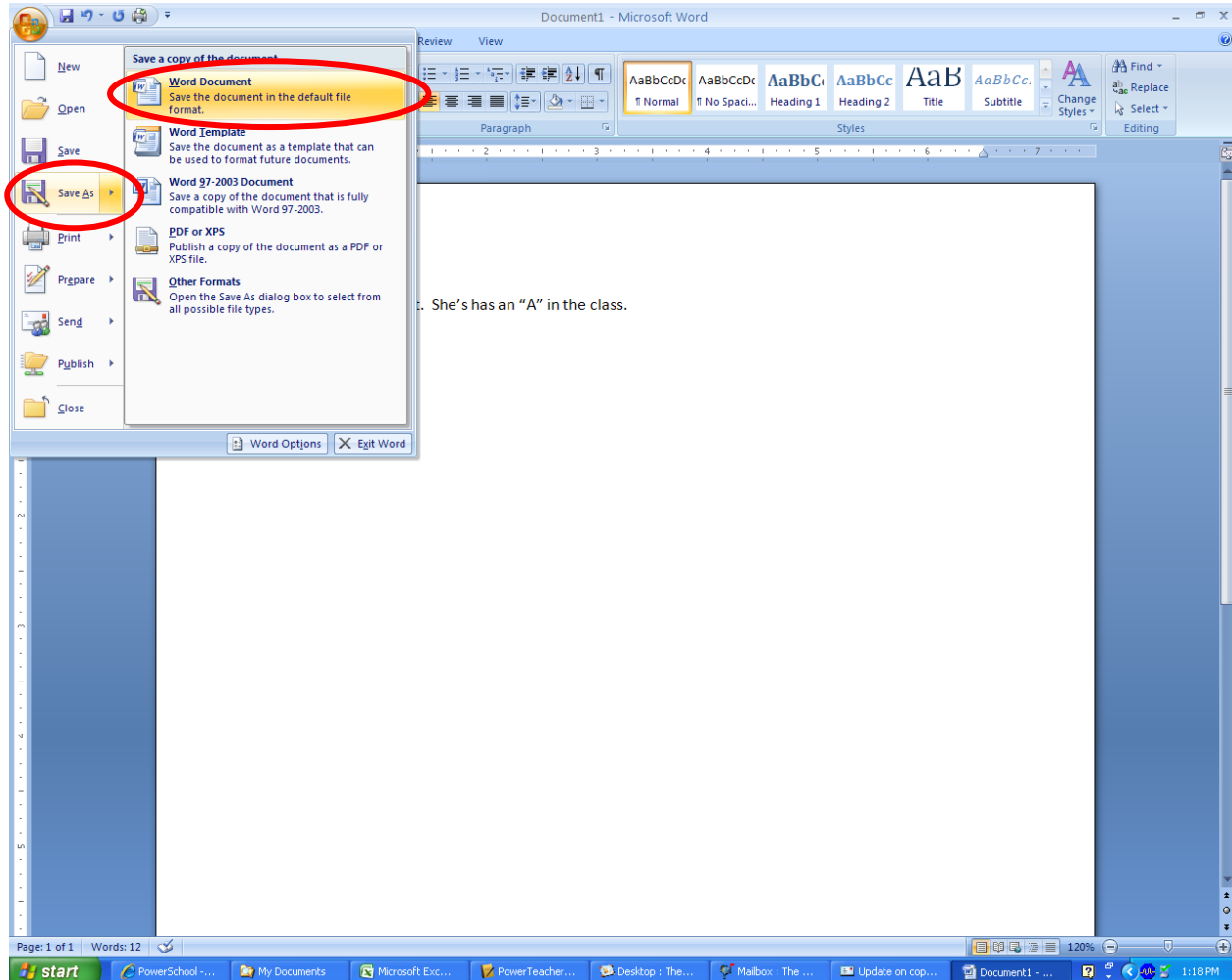
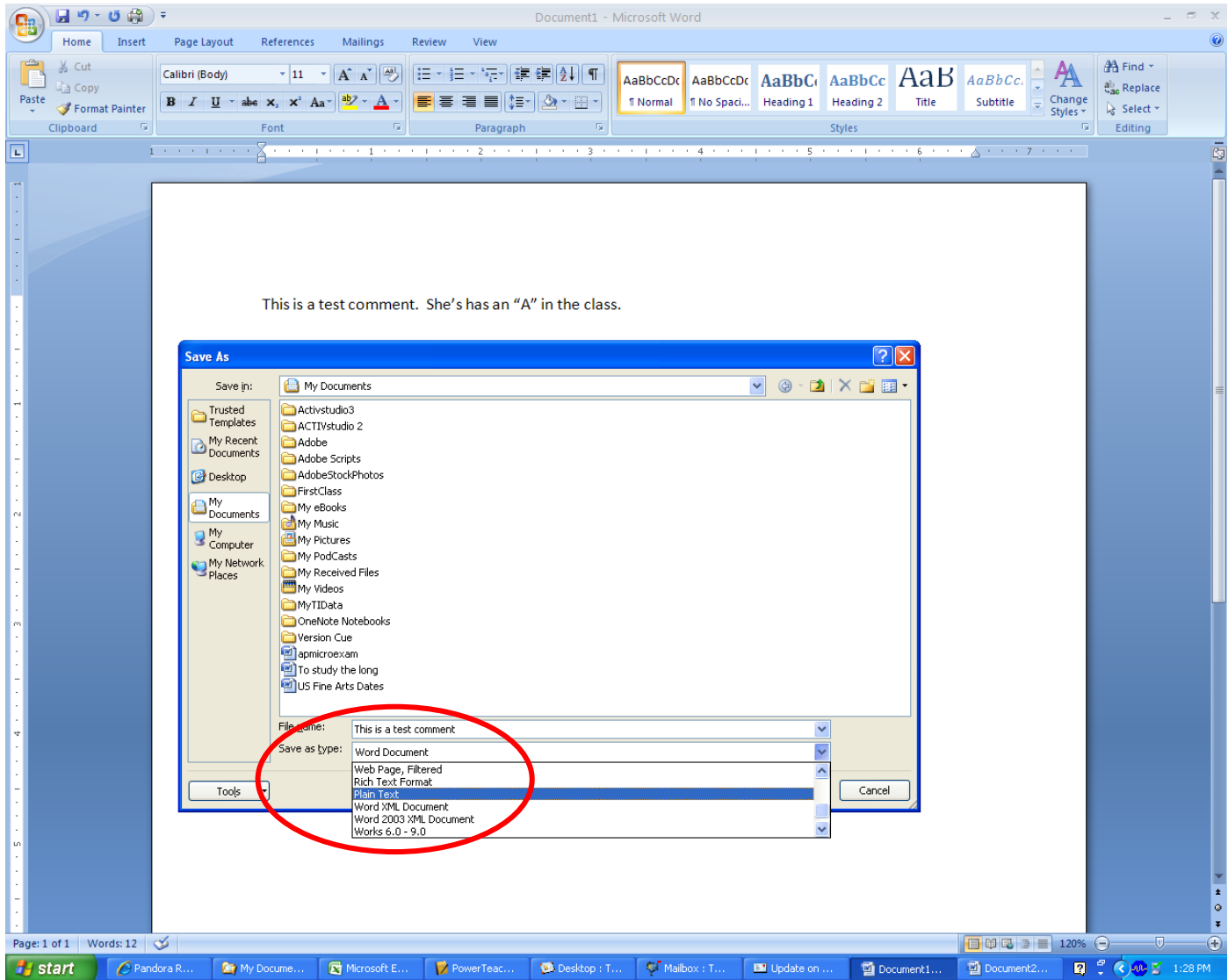


Directions for Copying Your Comments from Microsoft Word to PowerTeacher Gradebook

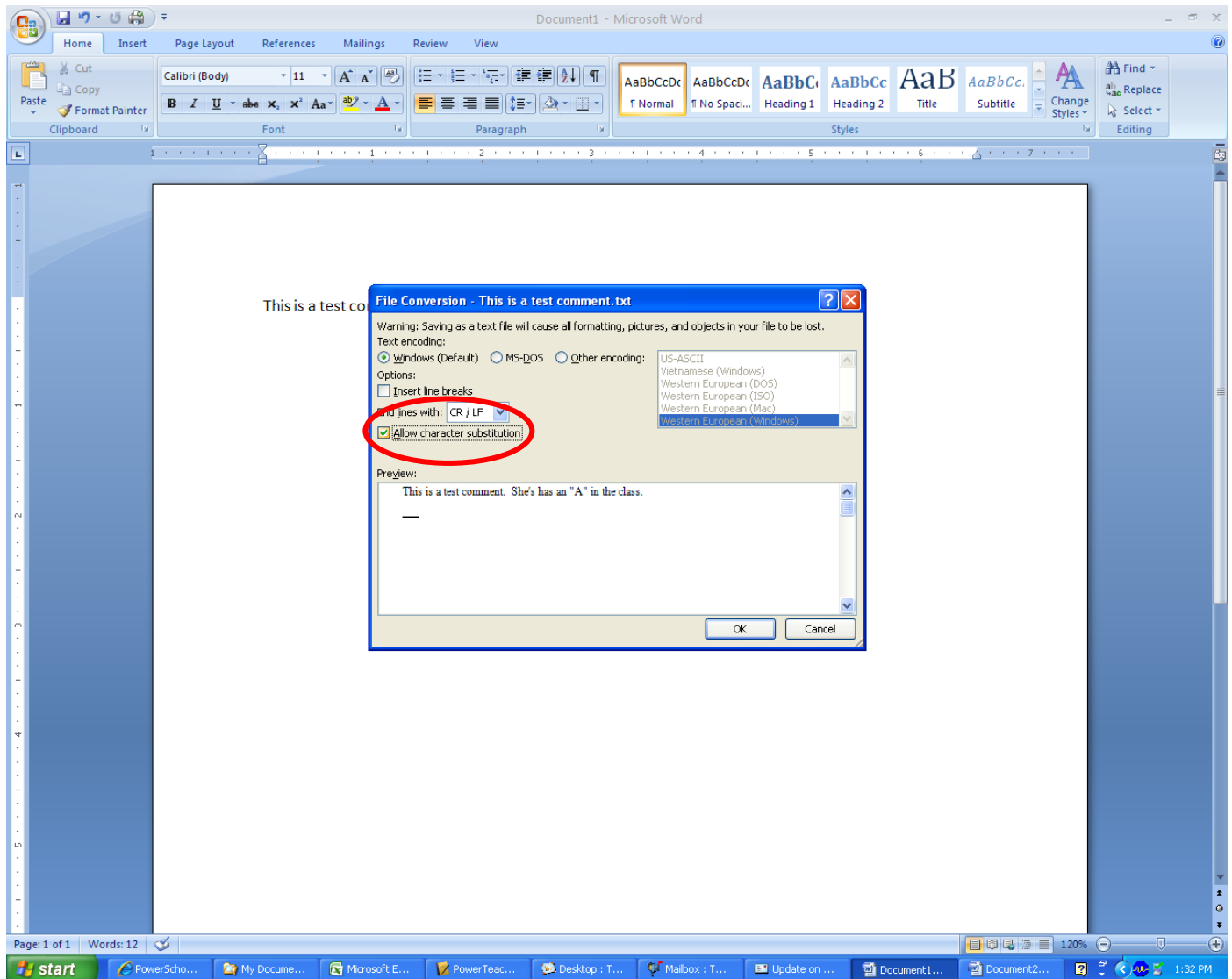
1. Type your comments in Word.
2. Save your document by clicking on “Save As,” and then clicking on “Word Document” (“Word Document 1997-2003” also works).



3. Then the box opens that asks you where you want to save your document and what you want to name it. Save the comments wherever you want and name it whatever you want, but the important thing is to change the “Save as type” dropdown menu at the bottom to “Plain text”



4. Then click **“Save”**
5. Then a box will come up titled **“File Conversion.”** The one box that you should make sure is checked is **“Allow character substitution.”** Then click **OK.**



6. Close the file, and reopen the plain text file. You can now safely copy and paste your comments into PowerSchool Teacher.